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21 June 1963

OFFICE OF SECURITY DIRECTIVE NO. 63-6

FOR : All Office of Security Employees

SUBJECT: Quality Step Increases

1. As you know, it has always been the policy of this Office to encourage supervisors at all levels to recognize and reward employees for sustained superior performance, or for a meritorious service act or achievements.

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2. With the issuance of [REDACTED] dated 28 March 1963, subject: Quality Step Increases, another management tool is now available to supervisors to encourage excellence by rewarding employees for sustained high quality performance which is above that characteristically found in the type of positions concerned.

3. It is the responsibility of supervisors to submit recommendations for Quality Step Increases for personnel under their jurisdiction when, in their considered judgment, such action is clearly indicated. However, in the implementation of [REDACTED] the following additional procedures and guidelines are established:

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a. An employee should only be recommended for a Quality Step Increase when his sustained work performance in every respect has been exceptionally strong and of a high degree of efficiency. This means that in general, the work history of the employee recommended should reflect a strong record of superior performance at least during the current rating period.

b. Supervisors should consider all employees under their jurisdiction performing similar duties prior to the submission of a recommendation for the granting of a Quality Step Increase.

c. An employee who cannot be promoted because of the grade of his position or other factors but whose performance over a sustained period of time has been so exceptional that it warrants special recognition should be considered as a possible candidate for a Quality Step Increase.

Group I
Excluded from Automatic
Downgrading and
Declassification

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d. An employee who has been performing in an exceptional manner, duties of a highly specialized nature with no possibility for promotion could be considered for a Quality Step Increase.

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e. Even though [REDACTED] applies to all grade levels, the identification of personnel in grades GS-13 and below should merit particular consideration.

f. Recommendations for Quality Step Increases will be submitted through command channels to the appropriate Deputy Director or Staff Chief who will indicate his concurrence or non-concurrence together with reasons for such action. The recommendation will then be submitted to the Office of Security Career Service Board for review and appropriate recommendation to the Director of Security.

g. Employees are not to be advised that they have been recommended for a Quality Step Increase and all matters relating to such recommendations should be maintained on an "Eyes Only" basis.

3. All supervisory personnel should ensure that this most important program is administered objectively and on a sound and realistic basis.

[REDACTED]
Sheffield Edwards
Director of Security

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